

**740 88 NAVY COLLEGE OFFICE or****(sq.m./SF)****LIFELONG LEARNING CENTER (USMC)**

*(This is interim criteria for Lifelong Learning Cent. Contact HQMC LFL at DSN 225-8202 for additional guidance.)*

The table below is intended to provide facilities for the advancement of the academic, technical, and vocational education of military personnel of all grades and ranks in order to enhance their potential to the service. The environment will be designed to accommodate the varying academic needs of Sailors or Marines at every stage of his/her military career including academic counseling, tuition assistance, high school and college level examinations, certifications, remedial programs, and credit for Navy training and experience. Each office is staffed with education professionals and most include guidance counselors, education specialists, and education technicians.

**TABLE 740-88**  
**Navy College Office or Lifelong Learning Center**

<b>Function</b>	<b>Design Capacity (No. of people)</b>	<b>Unit NSF</b>	<b>Notes</b>
Office Area	No. of staff requiring office space	200 NSF for Director 150 NSF for Assistant Director 125 NSF for Counselors 125 NSF for Institution Reps	See Category Code 610-10 for further administrative space guidance. If equipment list is available, a furniture layout will greatly help understand requirements. Conference areas are included in the adjacent space assignments.
Reception Area (includes recep. desk)	from 20 to 40 people	10 nsf per person	See Category Code 610-10 for further administrative space guidance.
Testing Classroom	20 people	30 nsf per person	This is a typical general academic classroom with small student desks or computer terminal stations. Typically sized for 20 people. See Category Code 171-10 for further guidance.
Learning Resource Center/ Academic Skills Learning Center	from 4 to 16 workstations	64 nsf per workstation	Determine number of workstations required. Sometimes may be included into the testing classroom.
Library	varies		Some on-base institutions provide library resources related to their specific courses of instruction. Whenever possible, make joint use of existing on-base library. See Category Code 740-76, Library.
Classrooms	varies	Depends upon type of desk, see CCN 171-10 or 171-20	See Note 1.

NOTE 1: Whenever possible, make joint use of existing classrooms via scheduling coordination with other classroom users. Most classrooms used by active duty during the day should be available for night college courses. Otherwise, use Category Code 171-10 or 171-20 to determine existing classroom utilization as well as the number & size of additional classrooms required. The student time distribution method, figure 171-D, works best. (for example, to calculate utilization, the total number of 30 person classrooms required can be compared to the total number of 30 person classrooms existing). Course schedules and student numbers are necessary data for the calculations. Sometimes, course data for an entire year may not be available. In those cases, you may either modify the student time distribution method by analyzing, say, only a semester's worth of courses instead of an entire year's, or modify by extrapolating from available data.

On large area bases, the planner must use professional judgement to decide whether certain classrooms, that are many miles away, should be considered in the analysis.